

## INTERN POSITIONS:

We usually have approximately 30 positions over the course of a year. Positions are very much budget-dependant and vary from graduate level geology to high school administrative or forestry crew work. These are paid internships; pay ranges are listed in the [Detailed Program Information](#) on page 5. There are more positions during the summer months, but a number will continue over the school year. Additional positions may be available through the [Alaska Conservation Corps](#).

Be sure to read the descriptions of the divisions and offices. Your interests may fall more with one than the others. Include all of the additional documents with your application. Unofficial transcripts are acceptable (they must be readable electronically). Bear in mind that it may take some time to get paperwork from others, so give ample time. We can't begin placing you until we have all the items. The purpose of the Statement of Eligibility is for the school to officially verify your status; your transcripts let us know the course work you've had. Resumes aren't required; however, if you have one you should include it with the packet.

## NON-RESIDENTS:

The program is open to non-residents. You must provide your own transportation and housing. Most positions are located in Anchorage and Fairbanks. A few will be in the field; DNR provides transportation to the remote location from the duty station and food and housing while in the field.

## WHAT HAPPENS AFTER I APPLY?

Your application is evaluated, you're put on a list of potential interns, your application is circulated to the appropriate hiring managers and we try to get you matched up and an intern position created. You can be contacted directly by a hiring manager to further discuss your skills and abilities or to ask you to come for an interview.

If the hiring manager is satisfied we will create a position, approve your hire and you'll be contacted again and officially offered the position. There are no guarantees that a position is possible; until you receive the official offer nothing is definite. When you start you'll have paperwork to complete and you'll be put into the payroll system.

# APPLICATION

## Department of Natural Resources - Student Intern Program

**\*\*Please review information about each DNR division before applying\*\***

Ms/Mr \_\_\_\_\_  
Last First

Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ Alaskan Resident \_\_\_Yes \_\_\_No

City State Zip AK Drivers License \_\_\_Yes \_\_\_No

Date of Application \_\_\_\_\_

I am willing to work in:

\_\_\_Anchorage \_\_\_Juneau \_\_\_Fairbanks \_\_\_Any Location \_\_\_\_\_Other/Specify

I am applying to:

\_\_\_Office of the Commissioner (Joint Pipeline, Project Mgmt & Permitting, Habitat Mgmt & Permitting, Trust Land, Public Information Center)

\_\_\_Division of Agriculture

\_\_\_Division of Oil & Gas

\_\_\_Division of Forestry

\_\_\_Division of Parks & Outdoor Recreation

\_\_\_Division of Mining, Land & Water

\_\_\_Division of Geological & Geophysical Surveys

\_\_\_Division of Support Services (Land Records Information [IT/mapping], Recorders)

I am interested in the following type(s) of work:

I am attending: \_\_\_High School \_\_\_College \_\_\_Graduate/Doctorate Study

\_\_\_\_\_  
Name & location of school Major field of study Graduation Year

**Please complete application, and include:**

- . a copy of your latest transcript
- . two letters of recommendation
- . statement of eligibility
- . current registration

**Return application to:**

**Kathleen Sheehan-Dugan, Program Coordinator**  
**Department of Natural Resources**  
**550 W. 7<sup>th</sup> Ave., Suite 1260**  
**Anchorage, AK 99501**  
**kathy.dugan@alaska.gov**

## **DNR INTERN PROGRAM STATEMENT OF ELIGIBILITY**

**The following must be signed by your school counselor or advisor prior to your appointment as a student intern:**

I certify that this student is enrolled full time in good standing in our institution. I recommend the student's participation in this Intern program.

(student)\_\_\_\_\_

\_\_\_\_\_  
Instructor or Registrar

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Date

**Please return to:  
Department of Natural Resources  
Kathleen Sheehan-Dugan, Program Coordinator  
550 W. 7<sup>th</sup> Ave., Suite 1260  
Anchorage, AK 99501**

**kathy.dugan@alaska.gov**